



Job Opportunity Bulletin

Administrative Assistant I

Tenure/Timebase:	Permanent/Full Time
Work Hours:	8:00 am – 5:00 pm (Monday – Friday)
Office/Location:	California Commission on Teacher Credentialing Professional Services Division 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	\$3418 – 4155/month
Final Filing Date:	November 16, 2004 or until filled
Contact:	Beth Graybill (916) 445-4103

DUTIES:

Under the general direction of the Division Director (CEA 3), the Administrative Assistant performs difficult and responsible administrative work; relieves the CEA 3 of a wide variety of administrative tasks; and researches facts on which decisions or recommendations may be based. Specific duties include:

- Assist the Division Director (CEA 3) with administrative detail; independently research complex problems and questions for effective course of action on general and sensitive program matters; maintain office schedule for CEA 3, including meetings and travel; prepare briefings or update CEA 3 as necessary for meetings; and occasionally represents the division at meetings or conferences.
- Independently respond to inquiries on behalf of the CEA 3. Compose correspondence for the CEA's signature. Coordinate document review/signatures. Research and analyze data for special projects and prepare reports, as needed.
- Respond to and initiate phone calls for the CEA 3, including researching and securing information to respond to difficult or sensitive telephone inquiries.
- Assist the CEA 3 in the development of Division work plan and coordinate division activities.
- Coordinate document publication for the division. Develop and maintain up-to-date yearly and quarterly calendars; review materials submitted by programs for format, content, and grammar to ensure high quality and accuracy. Prepare articles and coded correspondence for publication. Monitor, review, and coordinate posting of division documents and resources on agency website; create and coordinate production of annual report and quarterly newsletter.
- Coordinate office operations. Maintain division activity calendar; evaluate division operations and implement improvements as needed; develop and maintain division procedures manual; establish and maintain the division resource library; develop and maintain centralized program filing system; maintain equipment control records; manage division resources and equipment, including, but not limited to telephone, audio-visual, reproduction, computers, and photocopy equipment, and meeting space.
- Coordinate personnel documentation including confidential/sensitive materials; ensure timely submission of personnel and payroll forms; draft duty statements; and responsibility for time reporting and maintaining records and Division leave calendar.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have excellent attendance
- Ability to lift 10 – 15 lbs
- Ability to work with a high degree of initiative and under pressure in a fast-paced environment
- Ability to prepare documents with a high degree of accuracy
- Strong communication skills, positive attitude, good judgment, and ability to maintain confidentiality
- Ability to prioritize and schedule work effectively
- Ability to recognize and evaluate problems and take effective and appropriate action

WHO MAY APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as an Administrative Assistant I or are interested in a lateral transfer or reinstatement may apply. The appointment is subject to the State Restriction of Appointment (SROA) clearance policies.

IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678), to the above address, Attn: Beth Graybill. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 05-018 on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.